

The ISCR FTP Program: Extra Steps for RMCDS Users

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The FTP program is provided by Indiana State Cancer Registry (ISCR) to allow health care facilities to easily and securely submit data to ISCR. This document explains how to change certain settings for the RMCDS configuration of the FTP program in order to meet your specific needs. It contains the following sections:

- Section A tells how to start the program. This section is referenced by the other sections.
- Section B tells how to set the option to allow you to submit your data to IU Health as well as to ISCR.
- Section C tells how to set the option to allow you to submit data from a subsystem.
- Section D tells how to set the option to submit by email instead of by FTP.

If you have any questions or run into any problems, contact ISCR. Contact information appears at the end of this document.

A. Starting the ISCR FTP Program

The instructions in this section are referenced in each of the other sections.

Brief Instructions

To start the ISCR FTP program follow these simple instructions. You can refer to the detailed instructions if you need more information for any step.

1. Log on to RMCDS.
2. From the **Custom** menu select **Run the ISCR FTP program**.
3. Click the **Run** button in the *Custom Menu Options* window.

Detailed Instructions

Each step in the brief instructions has a corresponding step in this section giving more details about how to perform that step.

1. If RMCDS is not already open, start it and log on.
2. From the **Custom** menu, select **Run the ISCR FTP program**, as shown in Figure 1.

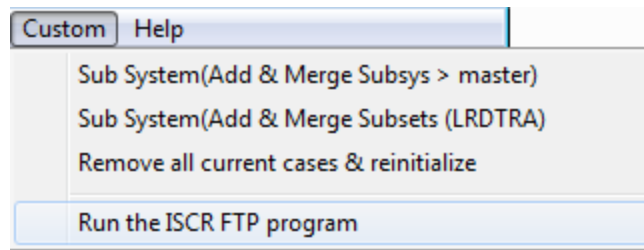


Figure 1: Custom Menu

3. Do not type anything in the **Arguments** textbox in the *Custom Menu Options* window shown in Figure 2. Just click the **Run** button

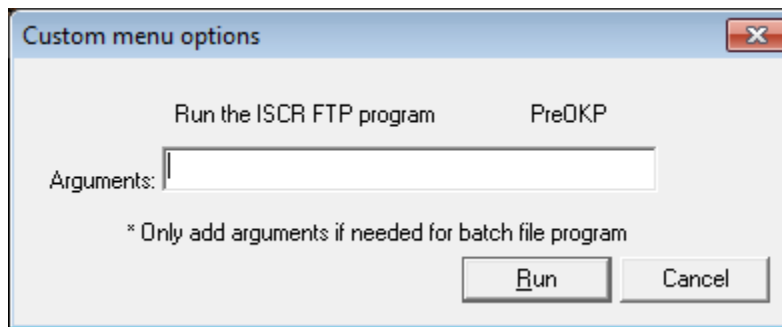


Figure 2: Custom Menu Options Window

B. Changing the Option to Submit to IU Health

If your facility participates in the Indiana University Health Outreach Program, formerly known as Community Cancer Care, Inc. Consortium, then you need to follow the steps in this section in order to be able to send data to IU Health as well as the Indiana State Cancer Registry (ISCR). Contact IU Health for more information about the Outreach Program. Contact data appears at the end of this document.

Brief Instructions

Changing the IU Health setting is fairly straightforward. Just follow these simple instructions. You can refer to the detailed instructions if you need more information for any step.

1. Start the FTP program.
2. Select **Change whether I submit to IU Health** and click **OK**.
3. Select the **Yes** option and click **OK**.
4. Click **Cancel** to close the program.

Detailed Instructions

Each step in the brief instructions has a corresponding step in this section giving more details about how to perform that step.

1. Start the FTP program as described in Section A.

2. In the *Processing Options* dialog shown in Figure 3 select **Change whether I submit to IU Health** from the dropdown list and click the **OK** button.

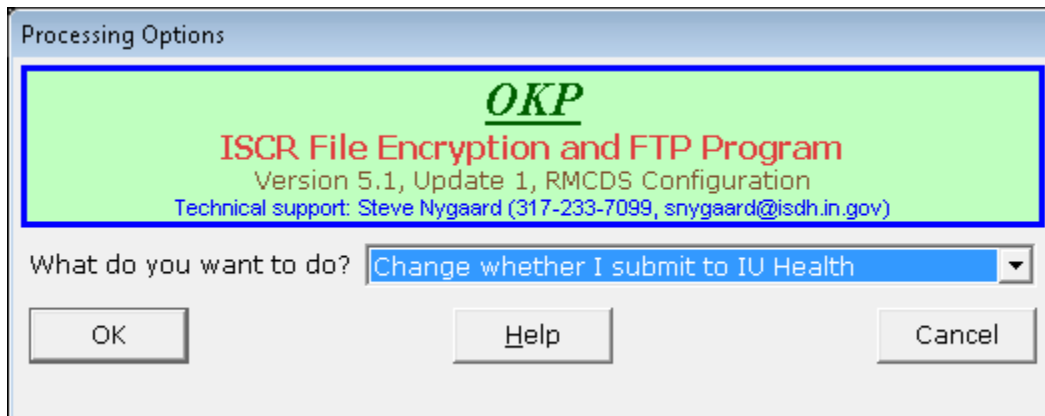


Figure 3: Processing Options Dialog

3. In the *Outreach Status* dialog shown in Figure 4, check the radio button labeled **Yes, allow submitting to IU Health** and click the **OK** button.

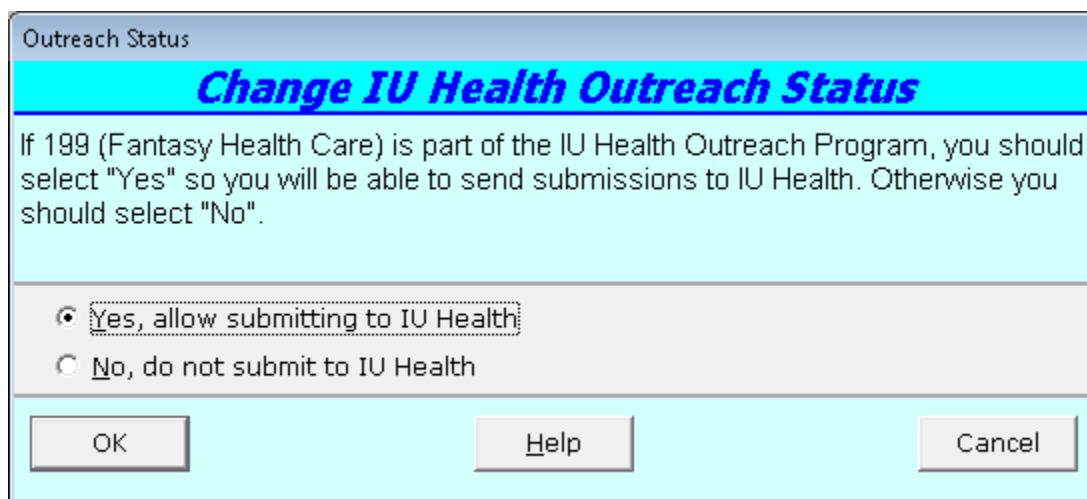


Figure 4: Outreach Status Dialog

4. Click the **Cancel** button in the *Processing Options* dialog shown in Figure 3 to close the ISCR FTP Program.

C. Changing the Option to Submit From Subsystems

By default the FTP program will not allow you to submit you data from a subsystem. To prevent anyone from accidentally submitting data from a subsystem, the program requires you to explicitly specify that you want to have that capability.

Brief Instructions

Changing the subsystem setting is fairly straightforward. Just follow these simple instructions. You can refer to the detailed instructions if you need more information for any step.

1. Start the FTP program.
2. Select **Change whether I can submit from subsystems** and click **OK**.
3. Select the **Yes** option and click **OK**.
4. Click **Cancel** to close the program.

Detailed Instructions

Each step in the brief instructions has a corresponding step in this section giving more details about how to perform that step.

1. Start the FTP program as described in Section A.
2. In the *Processing Options* dialog shown in Figure 5 select **Change whether I can submit from subsystems** from the dropdown list and click the **OK** button.

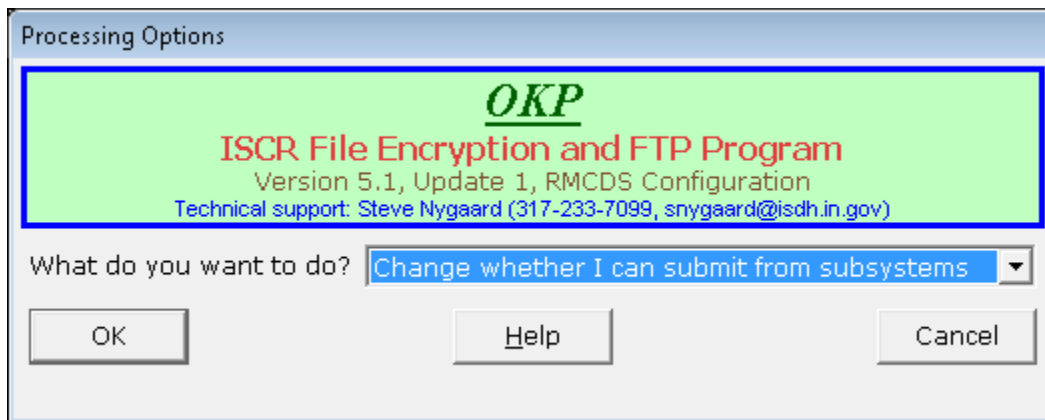


Figure 5: Processing Options Dialog

3. In the *Subsystem Mode* dialog shown in Figure 6, check the radio button labeled **Yes, allow submitting from subsystems** and click the **OK** button.

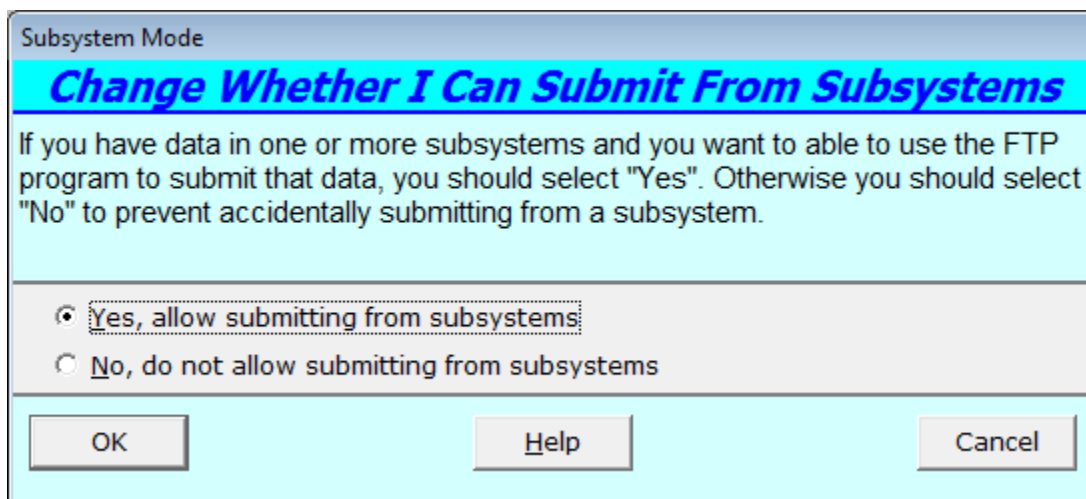


Figure 6: Subsystem Mode Dialog

- Click the **Cancel** button in the *Processing Options* dialog shown in Figure 3 to close the ISCR FTP Program.

D. Changing the Option to Submit by FTP

If for any reason you have a problem using FTP, you can instead make your submissions by email. If you submit by email, your data is attached to the email as an encrypted file, so anyone outside of ISCR receiving it will be unable to read the data. In most cases, the FTP program will be able to create the email for you, so all you have to do is click the **Send** button.

Brief Instructions

Changing the FTP setting is fairly straightforward. Just follow these simple instructions. You can refer to the detailed instructions if you need more information for any step.

- Start the FTP program.
- Select **Change whether I use FTP** and click **OK**.
- Select the **No** option and click **OK**.
- Click **Cancel** to close the program.

Detailed Instructions

Each step in the brief instructions has a corresponding step in this section giving more details about how to perform that step.

- Start the FTP program as described in Section A.
- In the *Processing Options* dialog shown in Figure 7 select **Change whether I use FTP** from the dropdown list and click the **OK** button.

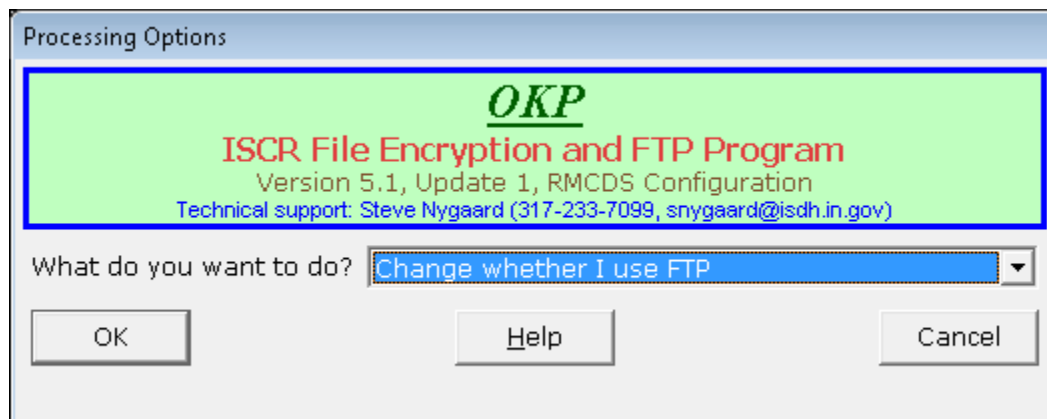


Figure 7: Processing Options Dialog

- In the *FTP Status* dialog shown in Figure 8, check the radio button labeled **No, use only email to submit my data** and click the **OK** button.

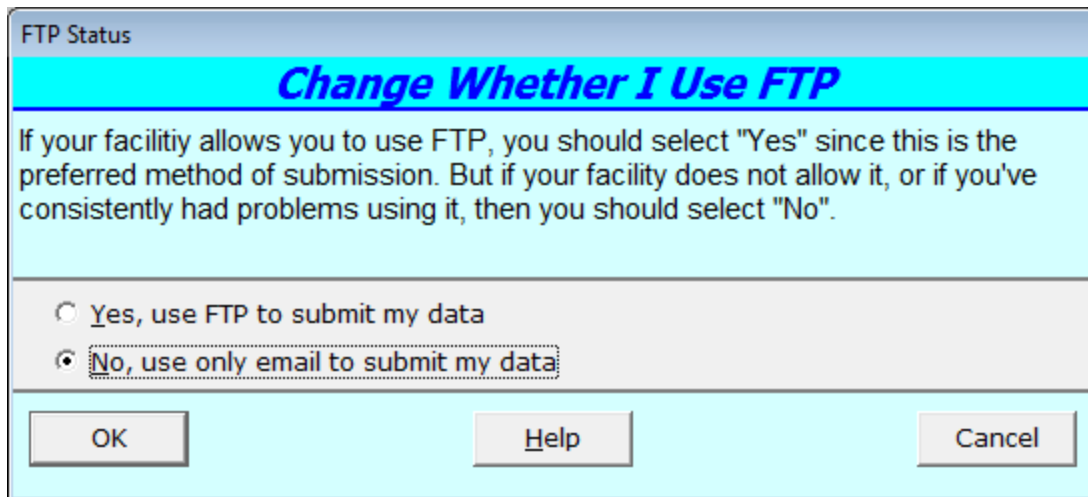


Figure 8: FTP Status Dialog

4. Click the **Cancel** button in the *Processing Options* dialog shown in Figure 3 to close the ISCR FTP Program.

Contact Information

For information about the IU Health Outreach Program, please contact any of the following people at IU Health for assistance.

<u>Name</u>	<u>Phone</u>	<u>E-mail</u>
Mindy Burch	317- 833-1268	mburch1@iuhealth.org
Carol Lesch	317-963-0208	clesch@iuhealth.org

For questions about the ISCR FTP Program, please contact the following person at the Indiana State Cancer Registry for technical assistance.

<u>Name</u>	<u>Phone</u>	<u>E-mail</u>
Steve Nygaard	317-233-7099	snygaard@isdh.state.in.us